

Updating Employee and Position Counts

Cardinal contains a custom Employee Position Reporting (EPR) tool that is very similar to the DHRM EPR tool being replaced. This tool generates required data to legislatively mandated reports. At the end of each month, an automatic batch process runs that enables each Agency HR Team to use the EPR Tool. HR Administrators and HR EPR Only Users will use this tool to update and certify that their filled Position counts are reflected correctly.

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Updating Employee and Position Counts

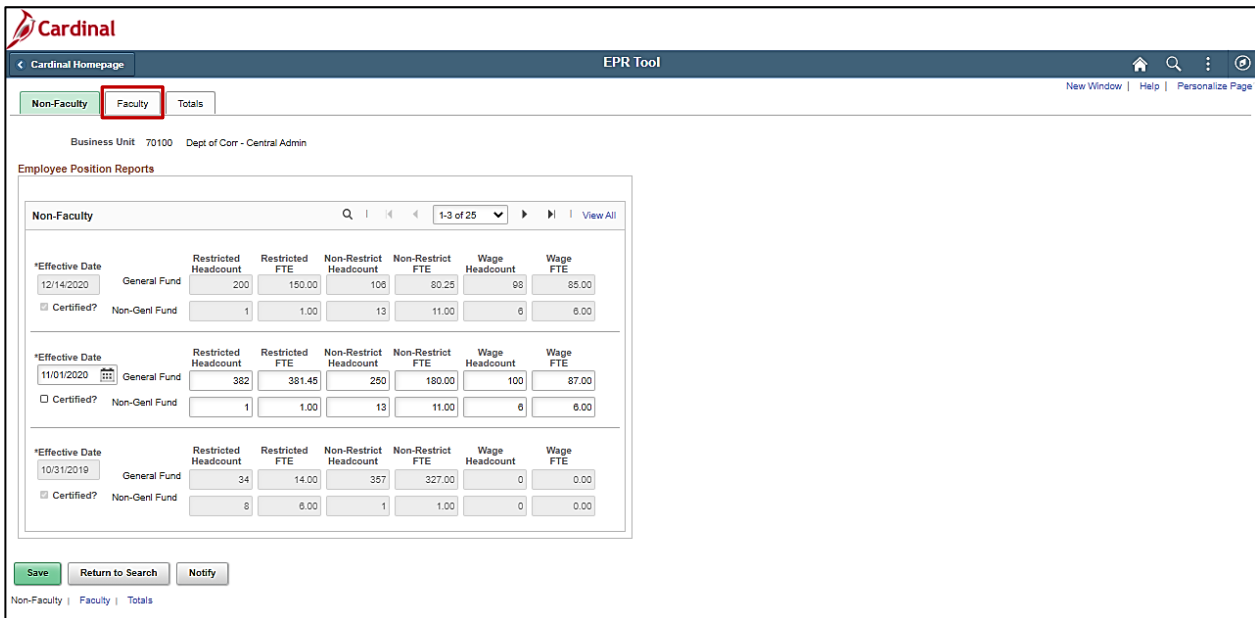
1. Navigate to the **EPR Tool** page using the following path:

Navigator > Workforce Administration > EPR Tool

The **EPR Tool** page is displayed.

Note: The Non - Faculty and Faculty totals equal the **Totals** page. After the EPR Run Control process is completed, the current row will be displayed and the **Certified** checkbox will NOT be checked.

The **Non-Faculty** tab is displayed.



EPR Tool

Business Unit: 70100 Dept of Corr - Central Admin

Employee Position Reports

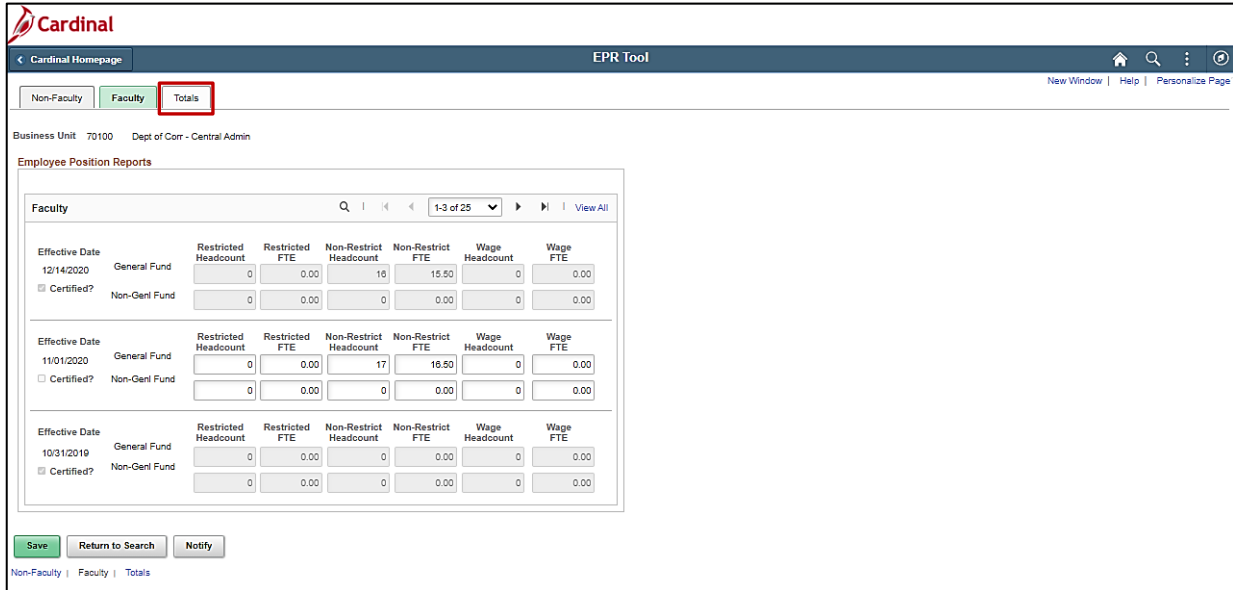
Non-Faculty

*Effective Date	Fund	Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
12/14/2020	General Fund	200	150.00	106	80.25	98	85.00
	Non-Genl Fund	1	1.00	13	11.00	6	6.00
11/01/2020	General Fund	382	381.45	250	180.00	100	87.00
	Non-Genl Fund	1	1.00	13	11.00	6	6.00
10/31/2019	General Fund	34	14.00	357	327.00	0	0.00
	Non-Genl Fund	8	6.00	1	1.00	0	0.00

Save Return to Search Notify

2. Update if needed.
3. Click the **Faculty** tab.

The following page displays.



Cardinal EPR Tool

Business Unit 70100 Dept of Corr - Central Admin

Employee Position Reports

Faculty

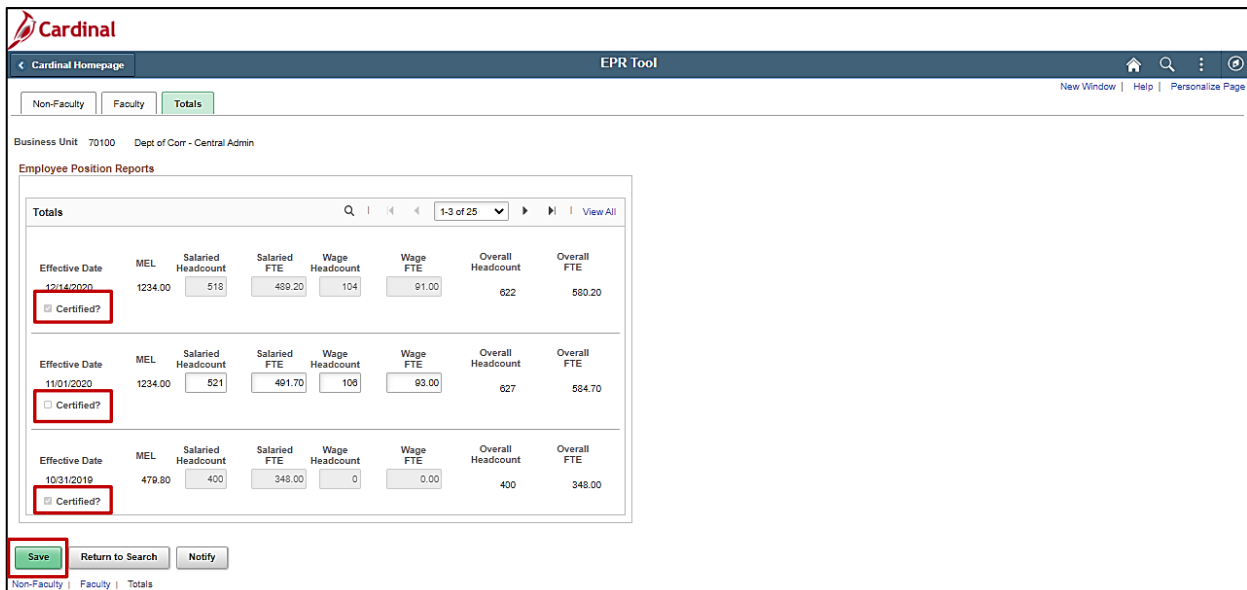
Effective Date	General Fund	Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
12/14/2020	<input checked="" type="checkbox"/> Certified?	0	0.00	16	15.50	0	0.00
11/01/2020	<input type="checkbox"/> Certified?	0	0.00	17	16.50	0	0.00
10/31/2019	<input checked="" type="checkbox"/> Certified?	0	0.00	0	0.00	0	0.00

Save Return to Search Notify

4. Update if needed.

5. Click the **Totals** tab.

The following page displays.



Cardinal EPR Tool

Business Unit 70100 Dept of Corr - Central Admin

Employee Position Reports

Totals

Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
12/14/2020	1234.00	518	499.20	104	91.00	622	590.20
11/01/2020	1234.00	521	491.70	106	93.00	627	584.70
10/31/2019	479.80	400	348.00	0	0.00	400	348.00

Save Return to Search Notify

6. Update if needed.

7. Click the **Certified** checkbox on each row on each tab.

Note: Once the transaction is saved, the data cannot be uncertified or changed. Validate all data is correct before clicking the **Save** button.

8. Click the **Save** button.



The screenshots below display an example of a completed Certified transaction. The Certified checkboxes are checked and grayed out.

Example of Certified Non-Faculty Tab

Non-Faculty | Faculty | Totals

Business Unit 10100 House of Delegates

Employee Position Reports

Non-Faculty Find | View All First 1-3 of 23 Last

*Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
10/31/2019	General Fund	0	0.00	0	0.00	0	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0.00	0	0.00	0	0.00

*Effective Date

09/30/2019

	Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
General Fund	0	0.00	145	143.00	7	44.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0	0.00	0	0.00

*Effective Date

08/31/2019

	Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
General Fund	0	0.00	145	144.00	10	54.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0	0.00	0	0.00

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals



Example of Certified Faculty Tab

Non-Faculty

Faculty

Totals

Business Unit 10100 House of Delegates

Employee Position Reports

Faculty

Find | View All First 1-3 of 23 Last

Effective Date		Restricted Headcount	Restricted FTE	Non-Restrict Headcount	Non-Restrict FTE	Wage Headcount	Wage FTE
10/31/2019	General Fund	0	0.00	0	0.00	0	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0.00	0	0.00	0	0.00
09/30/2019	General Fund	0	0.00	0	0.00	0	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0.00	0	0.00	0	0.00
08/31/2019	General Fund	0	0.00	0	0.00	0	0.00
<input checked="" type="checkbox"/> Certified?	Non-Genl Fund	0	0.00	0	0.00	0	0.00

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals



Example of Certified Tools Tab

Non-Faculty

Faculty

Totals

Business Unit 10100 House of Delegates

Employee Position Reports

Totals

Find | View All

First

1-3 of 23

Last

Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
10/31/2019	145.00	0	0.00	0	0.00	0	0.00
<input checked="" type="checkbox"/> Certified?							

Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
09/30/2019	187.00	145	143.00	7	44.00	152	187.00
<input checked="" type="checkbox"/> Certified?							

Effective Date	MEL	Salaried Headcount	Salaried FTE	Wage Headcount	Wage FTE	Overall Headcount	Overall FTE
08/31/2019	198.00	145	144.00	10	54.00	155	198.00
<input checked="" type="checkbox"/> Certified?							

Save

Return to Search

Notify

Non-Faculty | Faculty | Totals